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| **Before campus new teacher orientation** | **Before first day all teachers are back on campus** | **Before first day of school.…** | **Before 2nd to 3rd week of school….** |
| Active Directory – add new teachers to the network (will need to have teacher names and id #'s) | Staff computers in correct locations. | Active Directory:  Elementary: get kinder names/student ID from campus registrar in electronic form\* – send to Carole Rey and Jennifer Adams ; other new students will be done individually like new teachers  Secondary: get student names and ID from campus registrar in electronic form\* - send to Carole Rey and Jennifer Adams  \* get electronic template /example from Mentor | Become familiar with equipment, resources, software (i.e. BrainPop, Reading A-Z, etc.) on campus. The campus administrative assistant/budget manager is a great resource to discuss previous purchases.  (Note: Be sure to respect the time of those individuals and not add additional stress to their jobs. Hopefully there will be a book or file containing licensing information somewhere on campus.) |
| Lotus Notes – removal of old accounts, installation of new accounts (will need to get a list of names of new teachers, including go-by-name and submit to Carol Vandermeer on proper form) | Email access for all staff members. Leave Welcome Letter for each new staff member. | Broadcast – set up and prepare for use. | Arrange for SmartBoard/ wireless-tablet/ Promethean training through Robert Autrey (elem.) or Robert Alford (secondary) if necessary. |
| Attend new teacher training conducted by ITS at mentor's campus (work with principal to arrange your training to take place after this training) | Enews - If the ITS is responsible, get with mentor or Alford/Autrey. | Teacherweb – Help new teachers create sites, transfer from old campus to new campus. | eCampus - If the ITS is responsible, arrange for training through Rebecca Priest. |
| Deliver ITS training to new teachers (see above)   * Network Use * Acceptable Use * Gradespeed * Teacherweb * Lotus Notes * CM Tools | Campus webpage updated - If the ITS is responsible, get with mentor or Alford/Autrey. (If documents need translated see the Traduceloahora contact on your campus. If you are the contact person speak with your mentor or Alford/Autrey.) | Lab and laptop carts prepared and ready for use | Enews - If the ITS is responsible, contact Linda Aschenbrener to arrange for training. |
| Create beginning of the year document to give to new staff members (Welcome Letter) | Prepare for Aug. 19th training on campuses for new LA TEKS – one laptop hooked to a data projector – no network access needed:  **Group A:** Robertson: 88 kinder  Cactus Ranch: 86 1st gr. Berkman: 86 2nd gr. grade Deepwood: 87 3rd gr.  Bluebonnet: 81 4th gr.  Gattis: 73 5th gr.  **Group B:** Great Oaks: 84 kinder Live Oak: 83 1st gr.  Pond Spring: 84 2nd gr.  Jollyville: 88 3rd gr.  Fern Bluff: 85 4th gr. Anderson Mill: 71 5th gr.  **\*Hosting campuses only.** | Make sure all SmartBoards/ Promethean Boards are setup and functioning | Teacherweb – Run update reports, remove old/extra accounts. Check for site updates. |
| Ecampus - If ITS is responsible for this, get with mentor or Alford/Autrey | If your campus is responsible for creating ID cards, check with librarian/registrar to offer assistance |  |
| Discover campus passwords – web-based calendars (Carol Vandermeer), Expression Web (Linda Aschenbrener), teacherweb district account, internet purchased programs, any generic log on usernames/passwords. | Raptor – make sure this is functioning properly |  |